



**Narnia
Early Learning**
FOR THE WHOLE OF LIFE

POSITION PROSPECTUS

Administration Assistant

**PART TIME - 8 HOURS PER WEEK ACROSS 2 DAYS
YOUNG PARENTS WYONG**



St Philip's Christian Education *Narnia Early Learning*

ABOUT US

The St Philip's Christian College group of schools leads the way in Whole of Life Education.

At St Philip's Christian College (SPCC), we passionately believe in the need for independent schools which develop the whole child - intellectually, socially, physically and spiritually; schools that maintain high academic and behavioural standards while keeping the truth of the Christian Gospel at its core.

NARNIA EARLY LEARNING

Narnia Early Learning Centres are the dedicated early childhood facilities of St Philip's Christian Education. Most centres cater to children from 0 to 5 years old and are located adjacent to the Kinder to Year 12 colleges.

Our philosophy is to create an environment where endless fun, infectious laughter, rich interactions, genuine love, a sense of the big world, flourishing creativity, and a real connection with Jesus is fostered.



Our Narnia Early Learning *Locations*

NARNIA WARATAH

55 High St, Waratah NSW 2298

NARNIA CESSNOCK

10 Lomas Lane Nulkaba NSW 2325

NARNIA GOSFORD

20 Narara Creek Rd, Narara NSW 2250

NARNIA YOUNG PARENTS WARATAH

98 Georgetown Rd, Waratah NSW 2298

NARNIA PORT STEPHENS

186 Salamander Way,
Salamander Bay NSW 2317

NARNIA YOUNG PARENTS WYONG

2a Amy Cl, Wyong NSW 2259



Position Details & Criteria

SPCEF Ltd. is committed to being a child-safe environment. We believe the children and young people entrusted to our care demand our highest respect and honour. Our culture promotes child safety. We have thorough recruitment and induction processes; regular training and in-servicing in Child Protection; and a culture of reporting and disciplining any breaches of the Code of Conduct. All staff must have a **current Working with Children Check**.

Applicants should also demonstrate that they have additional specialised understanding, experience and personal attributes which are specific to the position for which they are applying. Industrial instruments and agreements that relate to respective positions apply within SPCEF Ltd.

We are seeking motivated and enthusiastic people to join our dedicated team!



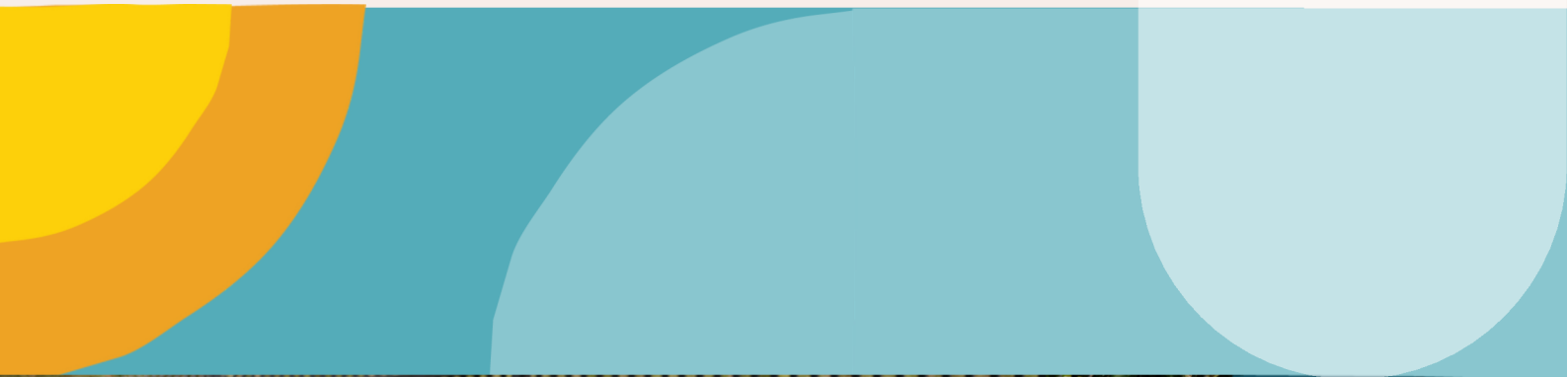
ESSENTIAL CRITERIA

- Intermediate Knowledge of Microsoft Office (Word and Excel)
- Excellent relationship building skills
- Excellent communication skills (phone and face to face)
- Ability to multi-task and prioritise effectively to work within tight time frame
- Typing skills
- Previous experience in a similar role
- Current WWCC

Position Details & Criteria

DESIRABLE CRITERIA

- Understanding of Qikkids software system or similar
- Understanding of Centrelink Child Care Subsidy system
- Experience working in a similar role



How to Apply

Applicants must agree and be supportive of the Staff Code of Conduct as on the employment section of the website.

St Philip's Christian Education Foundation is an organisation that values it's people and promotes leadership and innovation. We respect professionalism, embrace diversity, and encourage a balance between work and life commitments. We are committed to being a child-safe environment.

HOW TO APPLY

If you are interested in applying for this position, please complete the following steps:

- 1 Complete the **Application For Employment Business and Operational** found on the Narnia employment section of our website.
- 2 Email your completed application form, resume & cover letter to **narnia.ypwyong@spcc.nsw.edu.au**

For a confidential discussion regarding the application process & for all other enquiries, please contact:

Deanna James

deanna.james@spcc.nsw.edu.au





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SPCC.NSW.EDU.AU/SCHOOLS/EARLY-LEARNING

